

# MARYLAND CENTER for SCHOOL SAFETY

## Fiscal Year 2021 School Resource Officer (SRO) Grant

### Notice of Funding Availability (NOFA) Application Guidance Document

**Online Submission Deadline: October 30, 2020**

### Funded through: State of Maryland

Maryland Center for School Safety (MCSS)  
Care of: Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201  
[schoolsafety.maryland.gov](https://schoolsafety.maryland.gov)

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
Karen B. Salmon, Ph.D., State Superintendent of Schools  
Kate Hession, Executive Director, MCSS

**NOTE: MCSS will begin accepting applications for the FY2021 School Resource Officer grant during the first week of July on the MCSS website:**  
[schoolsafety.maryland.gov](https://schoolsafety.maryland.gov)

**Applicants are encouraged to follow the instructions outlined on the website when submitting the applications in order to avoid incomplete submissions. Supporting documentation must be attached to all applications.**

**Eligibility:** The following entities are eligible to apply for the FY2021 School Resource Officer grant. This includes officers hired to provide adequate coverage at the local school systems.

- Maryland local public school systems
- Maryland Law Enforcement Agencies (LE)<sup>1</sup>

All funding is contingent upon the Maryland Center for School Safety (MCSS) receiving the specified grant funds from the State of Maryland. As of the posting of this Notice of Funding Availability, the General Assembly completed appropriations for Fiscal Year 2021.

**Important Notes:** All FY2021 Grants administered by MCSS are State issued Funds. Applicants must provide a copy of their **IRS Form W-9** to MCSS with their application.

**Introduction & Scope:** The Safe to Learn Act of 2018 requires that local law enforcement departments supplying SROs have an executed memorandum of understanding with the local school system. The SRO grant fund may be used to pay for the salaries of SROs assigned to local public schools and/or officers to provide adequate coverage.

**Application Process:** Applicants are required to apply for grant funding through the *Resources* → *Grants* tabs on the [Maryland Center for School Safety's website](https://schoolsafety.maryland.gov).

**To qualify, the online application must be submitted no later than 5:00 PM E.T. on October 30, 2020.**

For further assistance, please contact:  
Gifty Quarshie, Fiscal and Grants Analyst  
[MCSS.MCSS@maryland.gov](mailto:MCSS.MCSS@maryland.gov)

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<sup>1</sup> LEs must coordinate with LSS if applying directly to avoid duplicate applications.

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## GRANT OVERVIEW

The Maryland Safe to Learn Act of 2018 (Senate Bill 1265, Chapter 30), which ushered in a comprehensive multi-disciplinary approach to school safety and security in Maryland's Public Schools went into effect on June 1, 2018. The Act defined an SRO for the first time, established the role of a School Safety Coordinator for each local school system who serves as the liaison between the school system, local law enforcement and MCSS, and defined school security employees.

The Act requires every local school system to file a report with MCSS identifying whether an SRO is assigned or adequate law enforcement coverage is being provided at each public school within the jurisdiction. The Act provides that local school systems should work with local law enforcement agencies to determine the needs of each school within the system for an SRO and/or adequate law enforcement coverage.

The Act also established the Safe Schools Fund (the "Fund"), authorizing grants for various school safety items and programs, and included a mandatory appropriation of \$10 million annually for SROs and/or adequate law enforcement coverage for Maryland's public schools.

## SCHOOL RESOURCE OFFICER (SRO) GRANT - FY21

A School Resource Officer is a **sworn** law enforcement officer as defined under [§ 3-101\(E\) of the Public Safety](#) Article who has been assigned to a school in accordance with a memorandum of understanding (MOU) between the local law enforcement agency and the local school system. A School Resource Officer is also a Baltimore City School police officer as defined under [§ 4-318 of the Public Safety](#).

The Governor has appropriated \$10 million general funds in fiscal year 2021 for the School Resource Officer grant and/or adequate coverage issuance to local school systems and local law enforcement agencies in the areas enumerated at [Md. Code Ann., Education Art. §7-1508](#).

The Maryland Center for School Safety, under the authority of the School Safety Subcabinet, shall review all applications for the School Resource Officer grant and/or adequate coverage prior to issuance. The Subcabinet and MCSS reserve the right to request additional information from applicants to supplement the initial requests.

## PURPOSE OF THE GRANT

The purpose of the School Resource Officer (SRO) grant is to assist local school systems in fulfilling the requirements of the Safe to Learn Act of 2018. Grant funds may be used to pay for salary and fringe benefits for SROs or overtime salaries to provide adequate law enforcement coverage during routine school hours or after school activities.

To be assigned as a School Resource Officer, an individual must meet the following conditions as set forth in the statute:

- Complete the model training program developed by MCSS; **or**
- Submit to the Maryland Police Training and Standards Commission for approval a training program that is consistent with the curriculum developed by MCSS and MPTSC; **and**
- Enroll individuals assigned to be School Resource Officers in the training program developed by MCSS and MPTSC.

## ELIGIBILITY CRITERIA

Both local school systems and law enforcement agencies are eligible to apply for the SRO grant. However, local school systems and local law enforcement agencies must work together to avoid duplicate application submission. Law enforcement agencies working with their local school system are eligible to submit their applications directly to MCSS.

The aggregate total of requested grant funds from multiple law enforcement agencies may not exceed the formula-based appropriation designated for the local school system as outlined in [Md. Code Ann., Education Art. §7-1508 \(g\)](#).

The MCSS recommends local law enforcement entities and local school systems collaborate and form long-lasting partnerships to determine funding priorities.

All eligible entities must submit no more than one (1) application for the FY21 SRO grant. This grant application **may not** be used to apply for any other grant being offered by MCSS.

## IMPORTANT DATES

Begin Accepting Applications	July 2020
Deadline to Apply	October 30, 2020
Award Approval/Denial Letters	30-60 Days after Application
Award Start Date	July 1, 2020
Award End Date	June 30, 2021
<b>Quarterly Reports:</b> Quarter 1 – July 1, 2020 to September 30, 2020 Quarter 2 – October 1, 2020 to December 31, 2020 Quarter 3 – January 1, 2021 to March 31, 2021 Quarter 4 – April 1, 2021 to June 30, 2021	<b>Due Dates:</b> October 30, 2020 January 29, 2021 April 30, 2021 July 30, 2021
Quarterly Technical Assistance Award Q&A Call	Dates TBD <sup>2</sup>
Final Project Report	August 16, 2021

## APPLICATION REQUIREMENTS

In order for Grant applications to be considered for approval, all applications submitted to MCSS must be fully completed to the best of the applicant's ability. Application requirements include the following:

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<sup>2</sup> MCSS will send out notice at least one week in advance.

## **A. Statement of Need Narrative**

All applicants must provide a clear, concise and succinct statement of need stating why the grant funds are needed; how the grant funds will be used; what issues/problems that grant funds will help resolve; and other relevant data as is necessary.

## **B. Budget Narrative**

The budget narrative for the SRO grant or adequate coverage must be clear, specific, and tied directly to the project description. This Word document must reflect at least a one year spending plan equal to the duration of the grant. It must list separately Personnel (SROs) and Fringe Benefits; which describes and justifies each budget item and the basis for the amounts requested.

In addition to the budget narrative, Grantee shall provide an itemized budget/spend plan description for **each** SRO's salary and fringe benefits. It must also list projected overtime costs for officers providing adequate coverage. Budget items being paid for with grant money must be clearly listed and differentiated from budget items being paid for using other sources of funding.

Grantee must outline an SRO sustainability plan to support the grant funded position(s) after grant funding ends.

Grantee is encouraged to use the MCSS grant budget/spend plan worksheet to provide the itemized budget; along with other necessary grant budget documents where applicable. Please visit the [MCSS website](#) for the budget/spend plan template: *Resources* → *Grants* tab.

## **C. Detailed Project Description**

Provide a detailed description of the project design and planned implementation activities. The project description must include the school(s) where the SROs are needed and where adequate coverage will be provided. This part of the application should contain as much detail as possible, including project goals and objectives. It must contain specific deliverables.

## **D. Memorandum of Understanding**

An application must include a fully executed and current Memorandum of Understanding/Memorandum of Agreement between the local law enforcement agency and the local school system for SRO services.

If this agreement does not exist at the time of application, the requirement must be met within 30-days of the award date of the grant. No grant funds will be reimbursed until this requirement is met.

## **FUNDING AVAILABILITY**

Funding for Grants offered by MCSS is provided by the State and is based on approval from the State Legislature and the Governor. Funding is only available in the fiscal year (FY) it is

appropriated. The fiscal year for the State of Maryland begins **July 1** and ends **June 30** of each year.

The performance period for the FY2021 School Resource Officer grant is from **July 1, 2020 (start date) to June 30, 2021 (end date)**. Grant funds will be obligated by MCSS once a completed Notice of Grant Award is issued. Funds are paid on a reimbursable basis.

The award of the SRO grant in FY2021 does not guarantee funding for future years. In addition to the availability of funds, a project's implementation, compliance with reporting requirements and any special conditions placed on the grant are all essential in future award considerations.

Grantee must confirm that the SRO grant will not supplant local funding currently allocated for the proposal. Grantee shall also indicate other funding sources, if any, that will be used to support this work.

***SRO grant may supplement existing State and local funds for program activities but not replace those funds that have been appropriated for the same purpose.***

### **INDIRECT COSTS<sup>3</sup>**

The Maryland Department of Legislative Services defines Indirect Costs as "overhead expenditures that cannot be directly charged to the program providing services. Indirect costs represent administrative and support services an agency provides (such as budgeting, accounting, and purchasing) to allow the direct delivery of services." Some additional indirect costs may include depreciation or use allowances on buildings and equipment as well as the costs of operating and maintaining facilities. ***There are no indirect costs permitted in the SRO grant.***

### **FIXED COSTS**

Fixed costs **are** permitted through the funding provided by this Grant. All details for fixed cost related expenses MUST be clearly outlined in the Project Description and must be specifically and easily identified with a particular project as outlined in the Project Description submission. Fixed costs may include, but are not limited to:

- Salaries/Wages & Fringe Benefits<sup>4</sup>
- Overtime Salaries for adequate coverage
- Equipment<sup>5</sup>

### **ALLOWABLE AND UNALLOWABLE EXPENSES**

#### **A. Allowable Expenses**

Local school systems are encouraged to use the guidance set forth in the "[purpose of the grant](#)" section when drafting grant applications. Below is a list of allowable expenses under this grant. Please note that this list is not conclusive.

- Salaries and Fringe benefits

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<sup>3</sup> [Indirect Costs](#)

<sup>4</sup> Assigned SROs.

<sup>5</sup> Amount not to exceed two percent of allocated amount per school.

- Training Costs – amount not to exceed **one percent** of allocated amount per school. Example: a school system with four school facilities may not expend more than \$280 on training ( $4 \times 7,008 = \$28,032 \times .01 = \$280.32$ )
- Equipment - amount not to exceed **two percent** of allocated amount per school. Example: a school system with four school facilities may not expend more than \$560 on equipment ( $4 \times 7,008 = \$28,032 \times .02 = \$560.64$ )

#### **B. Unallowable Expenses**

- All expenses that are not related to compensation, training costs or equipment.
- Training costs exceeding one percent of this grant award.
- Equipment costs exceeding two percent of the grant award.
- Conference expenses.
- The purchase of weapons, tasers, stun gun devices and ammunition.
- Motor vehicles
- Travel

#### **ALLOCATION**

Under Md. Code Ann., Education Art. §7-1508(g), grants provided for the school resource officer funding shall be made to each local school system or law enforcement agency based on the number of schools in each school system in proportion to the total number of public schools in the State in the prior school year.

The Subcabinet and MCSS has established the following allocation method for the FY21 SRO grant and/or adequate coverage as outlined in the Safe to Learn Act of 2018. Please refer to restrictions listed under the [Eligibility Criteria](#). This allocation is based on a per school facility count of each local school system. The local public school system enrollment data is obtained from the Maryland State Department of Education 2017-2018 public school enrollment report. Each local school system is allocated *\$7,008 per school*.

The School Safety Subcabinet and MCSS reserve the right to partially approve or completely deny grant applications that do not fully meet the application requirements. Below is the allocation per jurisdiction as established in statute.

Jurisdiction	# of Schools	Max. Allocation Per Jurisdiction
Allegany County Public Schools	26	\$182,200
Anne Arundel Public Schools	124	\$868,956
Baltimore City Public Schools	162	\$1,135,249
Baltimore County Public Schools	178	\$1,247,372
Calvert County Public Schools	25	\$175,193
Caroline County Public Schools	10	\$70,077
Carroll County Public Schools	44	\$308,339
Cecil County Public Schools	29	\$203,224
Charles County Public Schools	39	\$273,301
Dorchester County Public Schools	13	\$91,100
Frederick County Public Schools	67	\$469,516
Garrett County Public Schools	12	\$84,093
Harford County Public Schools	54	\$378,416
Howard County Public Schools	77	\$539,594
Kent County Public Schools	5	\$35,039
Montgomery County Public Schools	209	\$1,464,611
Prince George's County Public Schools	208	\$1,457,603
Queen Anne's County Public Schools	14	\$98,108
Somerset County Public Schools	9	\$63,069
St. Mary's County Public Schools	30	\$210,231
Talbot County Public Schools	8	\$56,062
Washington County Public Schools	45	\$315,347
Wicomico County Public Schools	25	\$175,193
Worcester County Public Schools	14	\$98,108
<b>Total</b>	<b>1,427</b>	<b>10,000,000</b>

[LSS enrollment data based on MSDE 2017-2018 Public School Enrollment Report](#)

## REPORTING AND REIMBURSEMENT REQUIREMENTS

### A. Reporting Requirements

The SRO grant is one of three grants available under the Safe to Learn Act of 2018. As a result, there are reporting requirements for the SRO grant that tie directly with the reporting requirements of the Safe Schools Fund Grant<sup>6</sup>. The following reports are due as outlined: Safe to Learn Act Reporting Mandates, Quarterly Project Reports and Final Project Report.

#### Safe to Learn Act Reporting Mandates

- i. Before the beginning of the school year, each local school system shall file a report with MCSS showing each public school assigned SROs or the adequate law enforcement coverage planned for that school facility. Law enforcement agencies are encouraged to collaborate with their local school system counterparts to ensure accurate reporting.
- ii. On or before **August 31, 2020**, and each August 31 thereafter, each local school system shall complete the ***Use of Force Report***<sup>7</sup> and submit to MCSS

<sup>6</sup> Visit the [MCSS website](#) for more information on the Safe Schools Fund grant

<sup>7</sup> Local law enforcement agencies will submit reports of use of force between an SRO and student.

- any use of force incidents between a school security employee and a student while the school security employee is carrying out the employee's duties.
- iii. On or before **August 31, 2020**, and each August 31 thereafter, each local law enforcement agency shall complete the ***Use of Force Report*<sup>8</sup>** and submit to MCSS any use of force incidents between their SROs and a student while the SRO is carrying out the employee's duties.

### Quarterly Project Reports

- i. Grantee is required to submit quarterly reports detailing a summary of work completed including milestones achieved and any obstacles encountered during the previous quarter and every quarter thereafter.
- ii. Quarterly reports are due **30-days** after the end of each quarter. Please refer to the *important dates* section of this NOFA for quarterly report due dates.
- iii. Grantee must use the MCSS [quarterly](#) and [final](#) reporting forms. These forms are also available on the [MCSS website](#): Resources → Grants tab.
- iv. Reports\* must be submitted on time, otherwise, grantee will be considered not in compliance.

### Final Project Report

- i. A final grant report is due to MCSS no later than **45-days** after the end of the grant period. Please refer to the *important dates* section of this NOFA for the final report due date.

*\*Invoices will not be reimbursed if quarterly and final reports have not been submitted.*

### B. Reimbursement Requirements

- No grant monies will be funded for costs or obligations incurred, or work performed, prior to the beginning date of this notice of funding.
- i. Grantee must use the MCSS invoice template when submitting reimbursement requests. The form is available on the [MCSS website](#): Resources → Grants tab.
- Supporting documentation\* must be included with all reimbursement requests. Examples of supporting documentation include but are not limited to timesheets, and contractual agreements, copies of proof of payment to vendors or contractors, etc.
- Reimbursement requests shall be submitted on a quarterly basis.
- Grantee shall submit reimbursement requests via email to [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov).
- Final invoice or request for reimbursement related to this grant must be submitted no later than 45-days after the end of the duration of this grant. MCSS will not process or reimburse any invoices or reimbursement requests submitted beyond this date.

*\*Reimbursement requests with no supporting documentation will not be processed.*

### GRANT MONITORING

MCSS will perform periodic grant monitoring to ensure that State funds are being used as intended and that the SRO grant is achieving maximum impact on the grantee's institution

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<sup>8</sup> Local school systems will submit reports of use of force between a school security employee and student.

and local community. MCSS will use a combination of quarterly reports, desk audits, and on-site visits as part of its grant monitoring process. Grantees shall be notified at least thirty (30) days in advance prior to a monitoring on-site visit.

- Grantee is responsible for tracking every aspect of their project deliverables.
- Prior to an on-site monitoring visit, grantee must make available to MCSS staff, all necessary documentation needed during such visit.
- Grantee shall allow MCSS staff access to all grants related records to verify grant expenditures and activities upon receipt of notification from MCSS.
- Grantee shall retain grant documents for the retention period of three (3) years after final invoice submission. MCSS, the Department of Budget and Management, the State Comptroller, the Legislative Auditor, or any combination of the aforementioned State agencies may examine and audit this evidence upon request, at any reasonable time within the retention period.
- Grantee shall retain reports, activity logs, timelines, and any additional related supporting documentation for any other expenses that are covered in whole or in part by any grant funds.

## **APPLICATION AND RECORD RETENTION**

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will not be reviewed. MCSS will provide quarterly technical assistance to ensure compliance with the application and grant requirements.

MCSS will conduct an internal review of each application submitted in accordance with this Notice of Funding Availability. An approval/denial letter will be emailed within thirty (30) to sixty (60) days after application submission closeout.

## **APPLICATION REVIEW**

Each application will be thoroughly assessed to ensure adherence to every required detail. Incomplete applications will not be reviewed. MCSS will provide guidance on an as needed basis to ensure compliance with the application requirements.

MCSS staff will assess each organization's application based on:

- Statement of Need Narrative
- Budget Narrative
- Detail Project Description
- Memorandum of Understanding

MCSS will conduct an internal staff review of each application submitted in accordance with this Notice of Funding Availability. If all application information is submitted correctly, an approval/denial letter will be emailed within thirty to sixty days.

## **GENERAL AND SPECIAL CONDITIONS**

Grant awards are subject to these General and Special Conditions. The MCSS reserves the right to add Special Conditions, if and when needed, during the life of the award period. These General Conditions outline the post-award policies, procedures, guidelines, and business rules from MCSS for grant funds.

- A. Any expenditure of Grant funds that is not consistent with the purposes of the grant award, or that violates any requirement, term or condition of the School Resource Officer grant and adequate coverage or the Notice of Grant Award agreement will be disallowed.
- B. All grant related activities must be completed no later than **June 30, 2021**.

- C. Grant application must be submitted prior to the application deadline of October 30, 2020 and must contain all the required information.
- D. All work performed pursuant to the Grant shall comply with all applicable State, local, and federal laws and regulations.
- E. Grantee is responsible for ensuring that any equipment acquired using State issued grant funds is protected from theft, loss and damage. MCSS must be notified if any grant funded equipment is lost, stolen, or damaged.
- F. Grantee should establish safety measure protocols for activities taking place on school premises during an emergency, including projects that:
  - i. Maintain open lines of communication between schools and law enforcement agencies; and
  - ii. Incorporate active shooter response training.
- G. All projects shall commence within thirty (30) calendar days of the receipt of the approval letter for this grant. If the project will not commence within thirty (30) calendar days of the starting date of the period of award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified in a formal written notice to MCSS via email: [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov).
- H. The award may be terminated by one or both parties with written notice. If the award is terminated before the end of the funding period, an accounting of the year-to-date expenses must be provided within thirty (30) calendar days after termination.
- I. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with the SRO grant must be used to **supplement** your organization's existing budget, and **may not replace** any funds that were already included in your entity's existing or projected budget. **Supplanting** is the use of the SRO grant fund and/or adequate coverage to replace State, federal or local funds which were previously appropriated / budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded.
- J. All grant funds related to the award project must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases), or expended (payment of an invoice) by the end of the award period.
- K. Failure to expend encumbered funds within 45 days following the end date of the grant period may jeopardize reimbursement and/or result in the de-obligation of funds. In that event, remaining obligations will be the sole responsibility of the recipient. Reimbursement **is only** for work completed during the grant period.
- L. Any requests for grant realignment or modifications of any kind to any portion of this award must be submitted in writing prior to occurrence. All realignment requests must be submitted using the MCSS template which can be found on the [MCSS website](#). Realignment requests may include but is not limited to:
  - i. Budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage.
  - ii. Change to staff specified in the personnel category (where applicable).
  - iii. Any change that was not approved when the funds were originally awarded.
- M. When issuing public statements, press releases, or other documents relating to this project, or when conferences, seminars, workshops, or forums are held in reference to this project, the grant award recipient agrees that the source of funding of this project and the role of the MCSS must and will be clearly acknowledged. The grant award recipient will ensure that all publications resulting from this project will have the following language on the publication:
 

*"The Maryland Center for School Safety funded this project via a grant award from the School Resource Officer (SRO) grant. All points of view expressed in this document, publication, or presentation, are those of the author and do not necessarily represent the official position of the State of Maryland."*
- N. All final financial reports under the grant award must be submitted no later than **forty-five (45) days** after the end date of the award period.

- O.** Grantee affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental disability, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The grant award recipient agrees to include:
- i. A provision similar to the one contained above for any underlying contract utilized for services under this award, except for those contracts for standard commercial supplies or raw materials; and
  - ii. A non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the grantee, the MCSS, and/or directly with the Maryland Commission on Human Relations, 6 St. Paul Street, 9th Floor, Baltimore, MD 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs (OJP), 810 7th Street, NW, Washington, D.C. 20531.
- P.** The grant award recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding to the MCSS.
- Q.** All correspondence should be directed to [mcss.mcss@maryland.gov](mailto:mcss.mcss@maryland.gov).